

**INFORMATION FOR CANDIDATES**

**BEFORE QUALIFYING:**

1. Appoint Campaign Treasurer and Designate Campaign Depository. File Form DS-DE-9 with City Clerk. (F.S. 106.021)
2. Open Campaign Account at any bank, savings & loan association, or credit union authorized to transact business in this state.
3. Obtain campaign checks "Campaign Account of (name of candidate)". (F.S. 106.11)
4. Within 10 days after Appointment of Campaign Treasurer & Designation of Campaign Depository, file "Statement of Candidate", Form DS-DE-84, with the City Clerk certifying receipt and understanding of Chapter 106, Florida Statutes. (F.S. 106.023)

**QUALIFYING PERIOD - OCTOBER 8, 2007 THRU OCTOBER 12, 2007**

5. Sign Qualifying Forms in the City Clerk's Office between 8:30 a.m. on Monday, October 8, 2007, to 5:00 p.m. on Friday, October 12, 2007. (Sec. 63, City Charter)
6. Bring Check in the amount of \$25.00 for Qualifying Fee drawn on your Campaign Account. Fee is non-refundable.
- 7(a). Candidate for Mayor - Bring Check drawn on Campaign Account in the amount of \$342.00 for Election Assessment Fee. (F.S. 99.093(1))
- 7(b). Candidate for Commissioner - Bring Check drawn on Campaign Account in the amount of \$272.00 for Election Assessment Fee. (F.S. 99.093(1))
8. File Form 1, Statement of Financial Interest, with City Clerk. (F.S. 112.3145(2)(a))
9. Every candidate for office shall take, sign, and subscribe to an oath which will be administered at time of Qualifying in the City Clerk's Office. (Sec. 65, City Charter & F.S. 99.021)

**ELECTION - TUESDAY, DECEMBER 4, 2007**

(RUNOFF - TUESDAY, DECEMBER 11, 2007)

QUALIFICATIONS FOR MAYOR & CITY COMMISSIONER: (Charter Sec. 63)

Qualified Elector of the City (Registered to Vote)

Continuous residence in the City for two years prior to the date of the election for which he may become a candidate.

Mayor may reside in any District (Seat 1). Two commissioners must reside in District 1 (Seats 3 & 5) and two commissioners must reside in District 2 (Seats 2 & 4).

QUALIFYING PERIOD:

Begins: 8:30 a.m., Monday, October 8, 2007  
Ends: 5:00 p.m., Friday, October 12, 2007

QUALIFYING FEE & ELECTION ASSESSMENT:

\$25.00 (Qualifying Fee) and 1% of Annual Salary, including car allowance (Election Assessment)

ELECTION DISTRICTS: (Sec. 6-6 of City Code)

DISTRICT 1 - Seats 3 & 5 (North & west of dividing line)  
DISTRICT 2 - Seats 2 & 4 (South & east of dividing line & Island)  
The dividing line between the two election districts is established as the centerline of that portion of Okeechobee Road, beginning from the western boundary of the City and running east to 25th Street; thence along the centerline of that portion of 25th Street running north from Okeechobee Road to Delaware Avenue; thence along the centerline of Delaware Avenue running east from 25th Street to 4th Street (U.S. #1); thence along the centerline of 4th Street (U.S. #1) running north to the north City Limits.

COMPENSATION: (Sec. 2-16 of Code)

Mayor - \$30,000 annual salary plus \$350/month car allowance.  
Commissioner - \$23,000 annual salary plus \$350/month car allowance.

**DATES FOR REPORTS ON ALL CONTRIBUTIONS  
RECEIVED AND EXPENDITURES MADE ON  
BEHALF OF A CANDIDATE  
(F.S. 106.07)**

ELECTION DATE: Tuesday, December 4, 2007  
RUNOFF DATE: Tuesday, December 11, 2007

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Forms DS-DE-12, DS-DE-13, & DS-DE-14

Each campaign treasurer shall file regular reports of all contributions received and all expenditures made by or on behalf of the candidate. Reports shall be filed not later than 5:00 p.m. in the City Clerk's Office (or U.S. Postal Service postmark or Proof of Mailing, or receipt from established courier service, no later than midnight of due day) as follows:

a) Reports shall be filed on the 10th day following the end of the calendar quarter from the time the Campaign Treasurer is appointed. Report for contributions & expenditures during April, May, and June is due July 10th. Report for contributions & expenditures during July, August, and September is October 10th.

b) Following the last day qualifying for office, for any candidate who is opposed, the reports shall be filed on the 32nd, 18th, and 4th days immediately preceding the election:

<u>Due Dates</u>	<u>Covering Period</u>
Friday, November 2, 2007	October 1 - October 26
Friday, November 16, 2007	October 27 - November 9
Friday, November 30, 2007	November 10 - November 29

c) Those who participate in a run-off election continue to file reports as follows:

<u>Due Date</u>	<u>Covering Period</u>
Friday, December 7, 2007	November 30 - December 6, 2007

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Waiver of Report - Form DS-DE-87 - In any reporting period when there has been no activity in the account (no funds expended or received), the filing of the required report is waived. HOWEVER, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

Any contribution received by a candidate with opposition in an election on the date of that election or less than 5 days prior to the day of that election shall be returned to the contributor and shall not be used or expended by or on behalf of the candidate. (F.S. 106.08(3)(a))

Any contribution received by a candidate after the date the candidate is defeated, becomes unopposed, or is elected to office, shall be returned to the contributor and shall not be used or expended by or on behalf of the candidate. (F.S. 106.08(3)(b))  
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Following the last day qualifying for office, any candidate who is unopposed need only file a report within 90 days after the date such candidate became unopposed. Such report shall contain all previously unreported contributions and expenditures and shall reflect disposition of funds as required in F.S. 106.141. (F.S. 106.07(1)(c))

Each candidate shall, within 90 days after having become unopposed, withdraws his candidacy, been eliminated, or elected to office, dispose of funds in his campaign account and file a report showing how any remaining funds were spent. (F.S. 106.141)

a) For those candidates either elected or defeated in the December 4th Election, the Report is due March 3, 2008.

b) For those candidates participating in the Run-Off election on December 11th, the Report is due March 10, 2008.

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**PENALTY FOR LATE FILING**

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding the election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Such fine shall not be an allowable campaign expenditure, and shall be paid only from personal funds of the candidate. (F.S. 106.07(8))